

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PAINTER FOREMAN

POSITION CODE: 30801
Effective: 10-1-2013

DISTINGUISHING FEATURES OF WORK:

Under direction, plans, assigns, directs and inspects the work activities for a crew of journey level painters in the painting, decorating and refinishing of building interiors and exteriors and other structures, equipment and furnishings throughout facilities and municipal buildings; instructs or supervises skilled and unskilled workers and/or inmates. Performs journey level painter duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, assigns, and directs work for a crew of painters; establishes job priorities on a weekly and/or monthly basis for painting crew; reassigns painters due to changes in work assignments and priorities; provides guidance and training to assigned staff; inspects and approves work for completeness; counsels staff regarding work performance; prepares employee time sheets, approves time off and overtime requests; establishes annual goals and objectives; prepares and signs performance evaluations.
2. Develops plans and estimates for large projects; determines time, equipment and material and human resources needed to complete the work.
3. Coordinates work orders and job assignments with vendors, and other trade foreman or agency managers at various work locations.
4. Approves painter supply order requests. Approves invoices for payment to contractors and vendors.
5. Attends Capital Development Board meetings, and meetings with other entities, regarding new construction or remodeling.
6. Prepares interior or exterior walls, metal surfaces, floors, ceilings, and other surfaces and equipment for painting; removes fixtures/objects from walls, removes excess paint; washes walls, repairs cracks, patches holes, prepares and applies patching plaster; sands surfaces; applies sizing materials; glazes windows.
7. Mixes paints, varnishes, and enamels in order to produce desired color (shade, contrast and matching color). Applies paint, shellac, varnish, enamel, stain or other protectives to prepared surfaces, using brush, spray, roller, cloth or other means.
8. Receives work orders; reads building blueprints, sketches and schematics; estimates amount of time for completion of jobs and amount of paint and other materials to be used; selects or requests tools, materials and supplies; prioritizes painter crew assignments; documents time for completing jobs and notifies supervisor when job is completed; completes and provides monthly and annual reports regarding time worked and materials used to supervisor, including project(s) status/project completion(s).

PAINTER FOREMAN (Continued)

9. Maintains and keeps inventory of painting supplies; estimates amount of paint to be ordered; orders paint supplies, equipment and materials with approval from supervisor. Cleans and maintains equipment and ensures the proper use, repair, and storage of materials, tools, and equipment.
10. Instructs or supervises skilled and unskilled workers and/or inmates.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires successful completion of a recognized painter apprenticeship program and four years of full-time journey level painter experience; or eight years of full-time journey level painter experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of the tools, materials, methods and standard practices of the trade.

Requires ability to plan, assign, direct, and inspect the work of journey level workers.

Requires ability to develop plans for large projects and make time, equipment, material and human resources estimates.

Requires ability to coordinate work orders and job assignments with vendors, and other trade foremen or agency managers.

Requires ability to make simple mathematical computations in estimating area of surfaces to be painted.

Requires ability to estimate time, labor, and materials necessary to complete work orders.

Requires ability to work from heights (on ladders, scaffold, and platforms), stand for long periods, and move heavy equipment, materials, structures and furniture up to 50 pounds independently, and up to 75-100 pounds with assistance.

Requires ability to instruct and direct skilled and unskilled workers and/or inmates.

Requires ability to blend paints and match colors.

Requires ability to interpret work from verbal or written specifications.

Requires ability to read and interpret blueprints, simple sketches, and drawings.

Requires ability to maintain records related to the work.

Requires skill in the use of the tools of the trade such as paint brushes, paint rollers, paint sprayers, paint pans, razor scraper, putty knife, power sanders, buffers, power washers, etc.

May require possession of an appropriate valid driver's license and/or the ability to travel.